

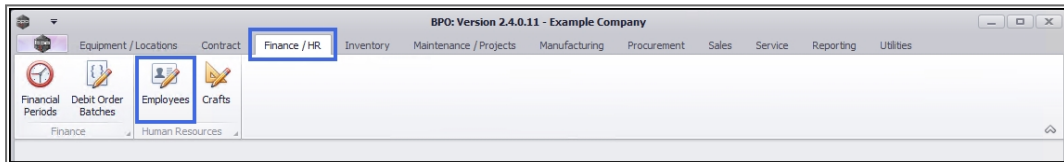
HUMAN RESOURCES

ASSIGN A USER LOGIN TO AN EMPLOYEE

All employees should be loaded onto BPO, but only those using BPO will be assigned a **User ID**, which is linked to their employee details.

It is important to ensure that all users are correctly linked to their [employee details](#).

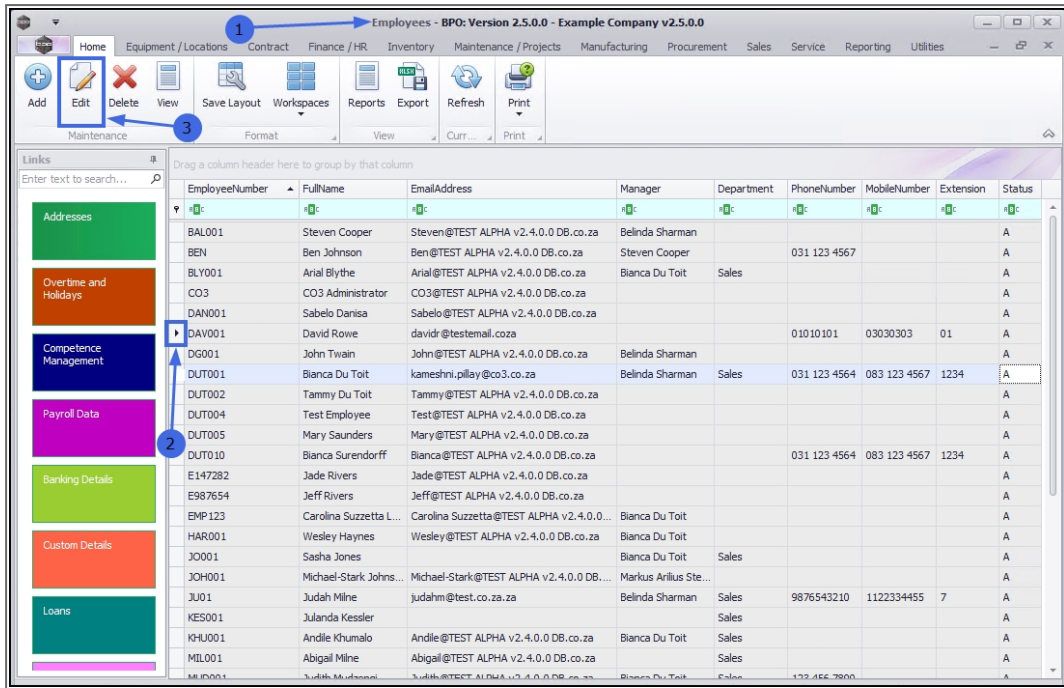
Ribbon Access: *Finance and HR > Employees*



1. The **Employees** listing screen will open.

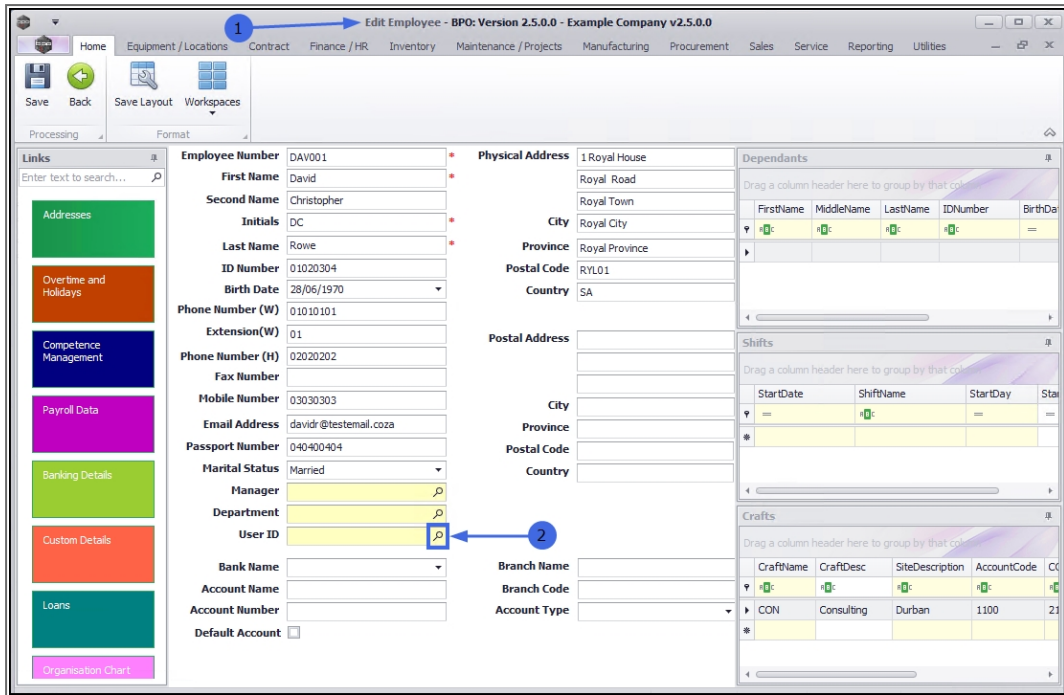
SELECT EMPLOYEE

2. Select the **row** of the employee to whom you wish to assign a **User ID**.
3. Click on **Edit**.



SEARCH FOR USER ID

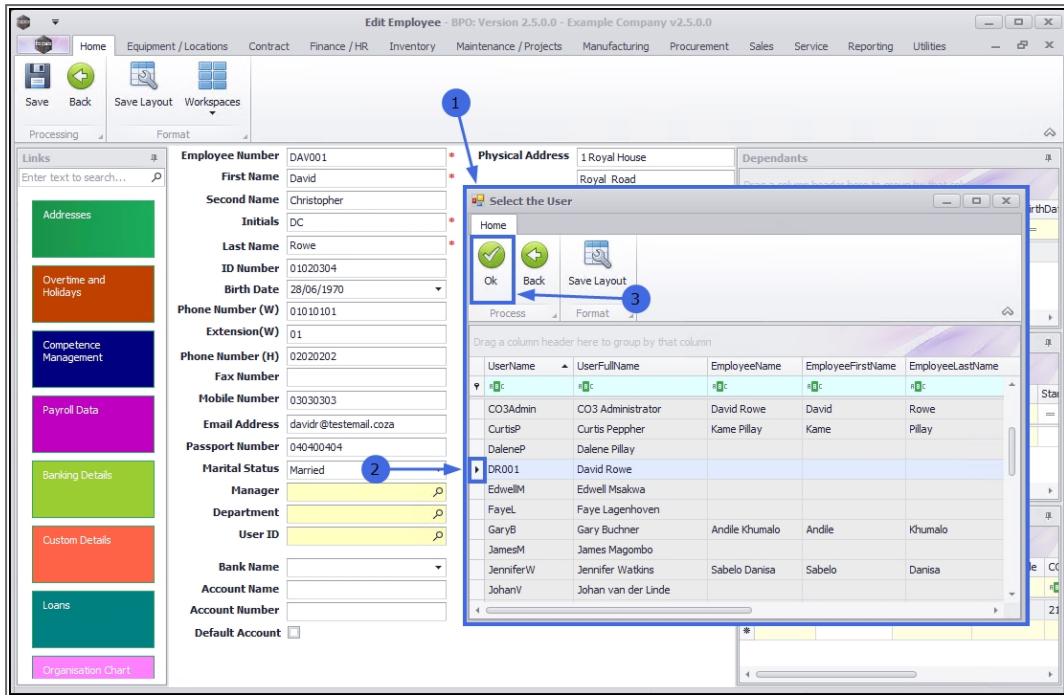
1. The **Edit Employee** screen will be displayed.
2. Click on the **search** button in the **User ID** field.



SELECT USER ID

1. The *Select the User* screen will be displayed.
2. Select the *row* of the *UserName* that you would like to allocate to this employee.
 - In this example, **DR001** is selected.
3. Click on **OK**.

Note: A UserName / ID cannot be assigned to more than one employee. Ensure that a unique User ID and Login has been set up in the *Configurator* before you attempt to link an ID to an employee.



SAVE USER ID/LOGIN DETAILS

1. The new user **ID / Login** is now assigned and displayed in the **User ID** field.
2. Click on **Save** to keep the User ID detail.

The screenshot shows the 'Edit Employee' form with the following data:

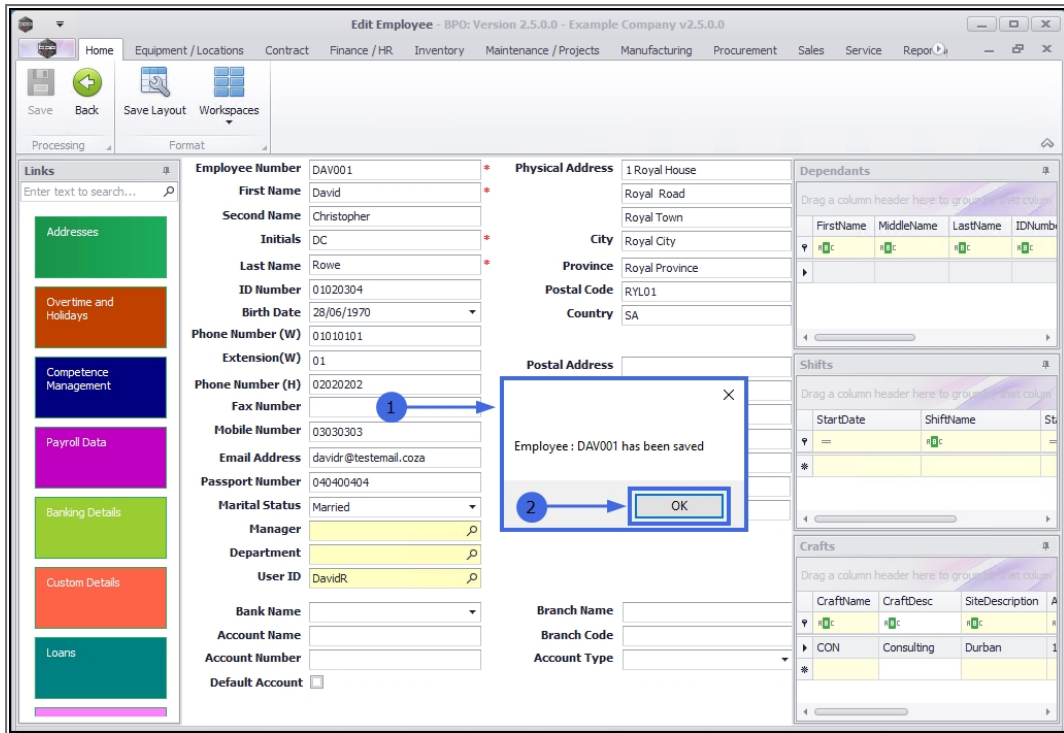
Field	Value
Employee Number	DAV001
First Name	David
Second Name	Christopher
Initials	DC
Last Name	Rowe
ID Number	01020304
Birth Date	28/06/1970
Phone Number (W)	01010101
Extension(W)	01
Phone Number (H)	02020202
Fax Number	
Mobile Number	03030303
Email Address	davidr@testemail.co.za
Passport Number	04040404
Marital Status	Married
Manager	
Department	
User ID	DavidR
Bank Name	
Account Name	
Account Number	
Default Account	<input type="checkbox"/>

Physical Address: 1 Royal House, Royal Road, Royal Town, Royal City, Royal Province, RYL01, SA.

Postal Address: City, Province, Postal Code, Country.

Branch Name, Branch Code, Account Type.

- A message box will pop up advising the following:
 - *Employee: [] has been saved.*
- Click on **OK**.



- You will return to the **Employees** listing screen.

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